

DEPARTMENT OF SOCIAL SERVICES

744 "P" Street, Sacramento, CA 95814



December 16, 1981

ALL COUNTY LETTER NO. 81-126

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: OUT OF HOME CARE SERVICES; ADMINISTRATIVE
REVIEWS; MPP 30-213

Manual of Policy and Procedures Section 30-213 requires an Administrative Review under two circumstances: 1) when children have been in foster care for over two years, and 2) when children are being transferred between placements and have already been moved at least two times while in foster care. It is the Department's policy that this standard is considered to have been complied with only when second line supervisors or above perform such reviews.

The Department recognizes, however, the diminishing staff resources and increased workload on administrative staff resulting from recent budget cuts. It shall, therefore, consider granting waivers to the administrative review requirements on a county-by-county basis. A waiver shall be considered on the basis of an alternative plan submitted by the county. The alternative plan must satisfactorily meet the intent of the regulation and fulfill the objectives of the administrative review process.

In order to comply with the administrative review objectives, a specific proposed alternative procedure to second level supervisory review must assure:

1. that the review is conducted impartially by a person(s) with the skills necessary to competently evaluate the social work in the particular case;
2. that the person(s) conducting the review has the authority to execute changes in the case plan when appropriate; and
3. that the probabilities of avoiding foster care drift and increasing stability in the lives of foster children are maximized.

Other desirable attributes of the review process are:

1. to assist the caseworker by providing insight based on experience with other cases with common characteristics; and
2. to provide support for difficult and complex decisions that should not be made individually or that require additional experience or expertise.

One example of an approved alternative plan to the administrative review process is the provision for a court hearing each time the child is moved in foster care. Such a plan would need to specify the manner in which the county would be addressing the administrative review issue as a part of the court process.

A county's request for waiver from the administrative review policy requirements should be submitted to the Family and Children's Services Operations Bureau for consideration. It is hoped that this action will provide the counties with increased administrative flexibility to more efficiently use declining resources. If you have any questions, please contact your Program Management Consultant at (916) 445-7653.

Sincerely,



CLAUDE E. FINN
Deputy Director

cc: CWDA